

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: January 6, 2020      Closing Date: January 10, 2020**

**ADMINISTRATIVE SPECIALIST I (Pay Grade 7)  
Criminal Division, Misdemeanor Trial Unit, New Castle County**

**Job Responsibilities and Duties:**

This Administrative Specialist I, in the Criminal Division, Misdemeanor Trial Unit, in New Castle County, prepares Jury Trial Files. Preparation involves making timely requests and gathering necessary documents from police agencies and computer databases (police reports, criminal history, etc.) and preparing discovery. This Administrative Specialist supports the Deputy Attorneys General in the Misdemeanor Trial Unit by responding directly to requests for pertinent information, contacting the court and court staff (both CCP and JP courts) as well as screening incoming requests for information or immediate assistance and continuance requests. This position also requires preparation of Informations for traffic court, non-traffic misdemeanor offenses as well as downgrades from Superior Court, and also includes the preparation and indictments for Deputy Attorneys General in CCP. Responsibilities include mail distribution, responding to a high volume of telephone calls from victims/defendants and walk-ins and also participation in the rotation coverage of the Criminal Division main Receptionist desk.

**Minimum Qualifications:**

Must be able to work efficiently and independently in a fast-paced work environment. We are looking for applicants who are self-starters, detail-oriented, well-organized and proficient in Microsoft Word and Excel. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):**  
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**